

AAdministrative
SServices
LLetter

04-06

**Work Week Groups/Overtime/
Travel Time Guidelines**



[Personnel ASL's](#)

Signed By	Marie LaVergne, Chief Administrative Services Division	Number	04-06
Distribution	All Employees	Date Issued	July 29, 2004
Subject	Work Week Groups/Overtime/Travel Time Guidelines	Expires	When Canceled
Guide Section	Personnel	Reference	Cancels ASL 00-08

Attached is the updated guide to work week groups, overtime and travel guidelines.

Currently overtime is restricted to mission critical work and is compensated in CTO only unless employees are above the 240 hour limit for CTO. In that case, employees will be compensated in cash. Supervisors are reminded that cash overtime must be approved by the Executive Officer prior to being worked.

Employees and supervisors are reminded that "informal" banking of hours is not allowed for employees in any WWG. WWG E and SE employees are not to be charged for leave usage or absences in increments of less than a full day.

Any questions on the information contained in this letter may be directed to your assigned Human Resources Analyst.

Attachment: [Work Week Groups Overtime/ Travel Time Guidelines](#)